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# EXECUTIVE OFFICE OF THE PRESIDENT OFFICE OF MANAGEMENT AND BUDGET WASHINGTON, D.C. 20503

December 3, 1985

**Executive Registry** 

5-4138/1

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BULLETIN NO. 86-3

FILE: 100-5

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Information for a Report on the Status of Recommenda-

tions made by the President's Private Sector Survey on

Cost Control (PPSSCC)

1. Purpose. This Bulletin provides instructions for the submission of information on the status of the recommendations made by the President's Private Sector Survey on Cost Control (also known as the "Grace Commission").

The information will be used to prepare a report on Grace Commission results that will be included in the Management Report to the Congress, which will accompany the President's 1987 Budget.

2. <u>Background</u>. Over the past two years, OMB, affected departments and agencies, and the White House's Office of Cabinet Affairs (OCA) have been reviewing the recommendations in the 47 reports issued by the PPSSCC. The OCA reviews are now complete and a final report was given to the President by the Domestic Policy Council on October 28, 1985.

The President, in a Rose Garden ceremony, stated that 83% of PPSSCC's 2,478 recommendations were accepted and are being implemented, were proposed for implementation in the 1986 Budget or would be proposed for implementation in the 1987 Budget. He stated that the Administration would continue to look at the remaining recommendations listed as "deferred" and would attempt to adopt some of them in the future. Since the OCA review has been completed, the President noted that OMB would henceforth take over the monitoring of the status of all the recommendations and would issue periodic reports on progress.

Section 2903 of the Deficit Reduction Act of 1984 required that the President transmit a report with the 1986 Budget on the status of the cost savings that had resulted or would result from management improvement recommendations. The Management Report that accompanied the 1986 Budget included an Appendix B, which provided a report on the recommendations of the Grace Commission.

The information gathered under this Bulletin will be used to provide the first of the periodic reports the President directed be made. The report will probably be similar in nature to the / report of last year and will be part of the FY 1987. Management Report. Information is needed to reflect changes in the status of issues, actions on issues proposed in the 1986 Budget, overall



progress toward implementation of the recommendations, and revised outlay savings estimates.

- 3. Responsibilities. Attachment A contains a listing of issues and sub-issues for which each agency is responsible. Where an issue affects more than one agency and the individual agencies affected are known, the issue is listed under each affected agency. Where an issue affects multiple agencies but no determination of individual agency effect has been made, the issue is listed under a lead agency and that agency is responsible for reporting on a government-wide basis for that issue.
- 4. Material required. Two copies of a PPSSCC Status Report Worksheet for each PPSSCC issue for which each agency is responsible will be provided by OMB under a separate cover. These worksheets contain information centrally available on each of the issues. Agencies will update this information either by writing in new information or revising information provided on the worksheet.

Substitute worksheets in formats different from the worksheets provided will not be accepted. Specific instructions for providing the required information are contained in Attachment B.

Agencies should take special care to make sure that the information submitted is consistent with decisions reflected in the President's 1987 Budget.

- 5. Timing: Agencies are required to complete or revise these worksheets and submit them to OMB no later than December 20, 1985. If no worksheets are received by that date, it will be assumed that the current data are correct and agencies should be prepared to justify the current data reflected on the worksheets provided by OMB.
- 6. <u>Inquiries</u>. Inquiries on this Bulletin should be directed to your OMB representative.



Attachments

Attachment A
Bulletin No. 86-3

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#### PPSSCC ISSUE RESPONSIBILITY LIST

Notes: Duplicate issues are not listed. Issues affecting multiple agencies are listed under each agency affected, where known.

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ACTION HHS 01

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United States Information Agency EX 01 STATE 10

Attachment B
Bulletin No. 86-3

## Instructions on Completing or Revising the PPSSCC Status Report Worksheets

Each PPSSCC Status Report Worksheet provided by OMB will be in the format of the attached exhibit:

A. The first section of the PPSSCC Status Report Worksheet will contain information identifying the issue or sub-issue to which the worksheet pertains. AGENCIES SHOULD NOT REVISE THE INFORMATION PROVIDED BY OMB. The following is an explanation of the information provided by OMB on the worksheet.

TASK FORCE REPORT. The title of the PPSSCC task force report will be provided by OMB.

RESPONSIBLE AGENCY. The name of the agency responsible for submitting information to OMB on the issue or sub-issue covered by the worksheet will be specified by OMB.

ISSUE. The PPSSCC made 2478 recommendations associated with 784 explicit issues. A separate worksheet will be provided:

- -- at the "issue" level when a single decision is made for all the recommendations within an issue; or
- -- at the sub-issue level when a single decision is made for a single recommendation or group of recommendations that is significantly different from decisions made for other recommendations within the issue.

No worksheets will be provided for issues that have been identified by the PPSSCC as duplicative or for compendium issues.

Worksheets will be provided for all other issues and sub-issues, including those previously reported as implemented in 1985 or prior budgets, and those where no savings were identified by the PPSSCC.

Issues and sub-issues will be identified using the same 9 character numbering system used in the OMB Bulletin No. 84-18 update last year, the 1986 Management Report to Congress, and the more recent OCA reviews. The 9 character numbering system is comprised of a 2-6 character report identifier and preceded by a dash (-), a 2 digit

issue number, and, if necessary, a one character sub-issue identifier (e.g. "TREAS 13", "HUD 03", "ADP 06B").

3-year PPSSCC Issue Total, Dollar Savings (\$M). The 3-year unduplicated savings claimed by the PPSSCC in millions of dollars for the issue or sub-issue will be provided by OMB.

Recommendations in this issue. The number of the specific recommendations covered by this worksheet will be provided. Two numbers separated by a dash (e.g. 1-5) indicates a range of covered recommendations. Numbers separated by a comma (e.g. 1,2) indicate specific recommendations.

AGENCIES SHOULD FILL IN THE INFORMATION SPECIFIED BELOW.

Agency Contact and Phone. Enter the name and telephone number of the person in the agency to whom questions regarding the information in the following sections of the worksheet should be directed.

AGENCIES SHOULD NOT FILL IN THE FOLLOWING LINES.

OMB Contact and Phone. OMB will fill in the information.

#### B. ISSUE STATUS.

The second section of the PPSSCC Status Report Worksheet provides the status to which the issue has been assigned.

Please, review the assigned category to ensure that the category checked on the worksheet is correct.

All issues must be assigned to one, and only one of the seven categories in accordance with the following guidelines:

- 1. In 1985 or prior budgets. This group includes all issues accepted before and during the period that the PPSSCC was drafting the reports, as well as those proposals accepted and reflected in the 1985 Budget or previous budgets, regardless of the year(s) in which the savings would be realized. Normally there should be no additions or deletions to the issues assigned to this category. Fully explain any changes made by the agency in the "EXPLANATION/COMMENTS" section of the worksheet.
- Proposed in the 1986 Budget. This group includes issues proposed for implementation and/or put into effect either by law or administrative process in 1986. Agencies will not reclassify issues in this group to other categories. Instead, agencies will indicate the disposition of each of these issues in the next section under the heading "ACTION on issues proposed in the 1986 Budget".

To be proposed in the 1987 Budget. This category includes issues not previously accepted (i.e. those previously reported as under further study or review) that are to be proposed for adoption in or with the 1987 Budget for the first time.

This category should not include issues previously proposed in the 1986 Budget but reproposed in the 1987 Budget. Such issues should remain in category 2 with a check on the line, "To be reproposed in 1987", in the "ACTION on issues proposed in the 1986 Budget" section.

- 4. Under study or pilot test. Issues included in this category (a) that were previously reported as under further study or review, and (b) are now either actively being tested or are under some type of pilot study by the agencies involved. No further information is required for this category.
- 5. Inconsistent with Administration policy positions. This category contains issues that (a) were previously reported as under further study or review and (b) are now characterized as "deferred" because they are not consistent with previous policy positions taken by the Administration. No further information is required for issues in this category.
- 6. Politically unobtainable. Issues included in this category contain issues that (a) were previously reported under further review and (b) are now characterized as "deferred" because they do not appear to be legislatively feasible at the present time. No further information is required for this category.

This category should not include issues previously proposed in the 1986 Budget but "Rejected by the Congress". Such issues should remain in Category 2, with a check on the line, "Rejected by the Congress," in the "ACTION on issues proposed in the 1986 Budget" section.

- 7. Inconsistent with approved departmental program and policies. This category contains issues that (a) were previously reported as under further study or review, (b) are now characterized as deferred because they are programmatically infeasible, and (c) they do not fit into the preceding categories. No further information is required for this category.
- C. ACTION on issues proposed in the 1986 Budget.

The third section of the PPSSCC Status Report Worksheet provides additional information on the status of only those issues proposed in the 1986 Budget.

Check one of the following only if category #2 in the "Issue Status" section was checked.

- a. Agreed to by the Congress Enter a check on this line if the Congress has not blocked the implementation of the recommendations in this issue. This includes explicit agreement by Congress, for example, by enacting substantive legislation (in which case the section on "Substantive Legislation Required" should specify the quarter and year of enactment), or implicit agreement, for example, by enacting reduced appropriation requests or not overturning deferrals.
- b. Rejected by the Congress. Enter a check on this line if the Congress has enacted blocking or limiting provisions (in appropriations or other laws) to prevent Executive action necessary to carry out the recommendation.
- c. Pending before the Congress Enter a check on this line if there is a proposal still pending before the Congress.
- d. To be reproposed in 1987 Enter a check on this line if the Issue is to be reproposed for adoption in or with the President's FY 1987 Budget.

#### D. SUBSTANTIVE LEGISLATION Required.

The fourth section of the PPSSCC Status Report Worksheet provides information on whether or not substantive legislation is required to carry out the recommendations for those issues that have been proposed or will be proposed.

This section will cover only issues for which issue status categories 1, 2, or 3 have been checked. If substantive legislation is required to implement the issue or sub-issue, enter the word "YES". If "YES", then enter both the fiscal year quarter it was or will be transmitted to the Congress and the fiscal quarter passage is anticipated or occurred.

Submission and Enactment. To indicate fiscal year quarter use the following numbering system. For the quarter enter:

- "1" for the first quarter of the fiscal year (i.e., October 1st through December 31st);
- "2" for the second fiscal quarter (i.e. January 1st through March 31st);
- "3" for the third quarter (i.e., April 1st through June 30th); and
- "4" for the fourth quarter (i.e., July 1st through September 30th).

For the fiscal year, enter the last 2 digits of the fiscal year. For example, 3-86 indicates the period April 1st through June 30th of fiscal year 1986.

#### E. IMPLEMENTATION Schedule.

The fifth section of the Worksheet provides the schedule on which the recommendations are to be or have been carried out as indicated below.

This section presents the quarter and fiscal year implementation of the issue started or will start, as well as the fiscal year quarter that implementation is projected to be completed.

Start and Completion. Use the numbering system indicated above for the "Start" and "Completion" entries. Also, for the "completion" entry, the term "continuing" may be used for on-going items.

If the worksheet provides start and completion dates, agency revisions of this section must be accompanied by explanatory comments.

If the worksheet does not provide start or completion dates, enter the required information if one of the following applies:

- -- The issue status is category 1, in the 1985 or prior budgets.
- -- The issue status is category 3, to be proposed in the 1987 Budget.
- -- The issue status is category 2, proposed in the 1986 Budget and the action on the issue is:
  - o Agreed to by the Congress,
  - o Pending before the Congress, or
  - o To be proposed in the 1987 Budget.

### F. ACCOUNT DETAIL SAVINGS INFORMATION.

The sixth section of the worksheet provides savings information that will be used in preparing tables for the Management Report that will accompany the 1987 Budget.

This section should be carefully reviewed and information provided in accordance with the following instructions.

The PPSSCC reports identify cost reduction measures as savings, revenue enhancements, or cash accelerations. However, the savings estimates announced by the PPSSCC are a combination of only savings estimates and revenue enhancements. Cash accelerations were excluded since they represent a compressed timeframe for the collection of receipts rather than a change in total receipts collected over a longer period.

For data submissions under this Bulletin, (as in Bulletin 84-18) no distinction will be made between savings and revenue enhancements other than whether the issue will result or has resulted in a reduction in outlays or an increase in receipts levels. Do not report information on cash accelerations.

The accounts listed are those previously identified by the agencies as affected by the PPSSCC issue. Where the effect has been previously reported at an aggregate level, the aggregate is listed.

Savings should be allocated to the specific years and accounts on the worksheet. In cases where more than one account is involved, agencies will report separate savings estimates for each.

The account/aggregate list should be revised, where necessary, to identify as accurately as possible where the estimated savings will occur or have occurred.

Most recent agency savings estimate. The Worksheet provides the most recent savings estimate previously included in the 1986 Management Report on this line. Any new or revised savings estimated by the agency will be entered on the next line.

Revised or new savings estimate. Enter new or revised estimates calculated in accordance with the following instructions:

For issue status 1, in the 1985 or prior budgets, enter as outlay savings the additional outlays that would have occurred in fiscal years 1984-1986 if the issues had not been accepted.

For issue status 2, proposed in the 1986 Budget and if the action on the issue has been:

a. Agreed to by the Congress. Enter as outlay savings the additional outlays that will have occurred in fiscal years 1986-1991 if the recommendation had not been adopted. Normally, this would be the same amounts submitted last year in response to OMB Bulletin No 84-18.

- b. Rejected by the Congress. Do not revise these amounts.
- c. Pending before the Congress. Enter as outlay savings the additional outlays that will have occurred in fiscal years 1986-1991 if the recommendations are not adopted. Normally this would be the same amounts plus (+) or minus (-) changes due slippage, if any, in the implementation schedule.
- d. To be reproposed with the 1987 Budget. Enter as outlay savings the reductions to outlays for fiscal years 1987-1991 from the latest current services levels from those years consistent with the Mid-Session Review of the 1986 Budget for each account.

For issue status 3, to be proposed in the 1987 Budget, enter as savings the reductions to outlays for fiscal years 1987-1991 from the latest current services levels for those years consistent with the Mid-Session Review of the 1986 Budget for each account.

For issue status numbers 4 through 7, enter no savings.

Explanatory comments should be provided where necessary.

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Exhibit
Bulletin No. 86-3